



TENNESSEE HIGHER EDUCATION COMMISSION

REGULAR CALENDAR ITEM: IV. C.

MEETING DATE: July 28, 2022

SUBJECT: Academic Policy A1.5 – Academic Actions Notification

ITEM TYPE: Action

ACTION RECOMMENDATION: Approval

BACKGROUND

THEC Policy A1.5 – Academic Actions Notification establishes a process for identifying the academic actions that must be submitted by public institutions to maintain the accuracy of the state's Academic Program Inventory (API). The API is a listing of all academic programs by degree designation, Classification of Instructional Program (CIP) code, concentrations, credit hours, off-campus locations, delivery mode, access to Academic Common Market, and other fields.

These proposed revisions for the Academic Actions Notification policy were developed in consultation with the Chief Academic Officers at each university as well as representatives from the University of Tennessee System and Tennessee Board of Regents. Additionally, the Tennessee Accreditation Network provided feedback on the existing policy.

Below is a summary of the proposed revisions to THEC Policy A1.5 – Academic Actions Notification.

Section A1.5.2A – Academic Actions Subject to Notification

- Inclusion of colleges of applied technology in the notification process to ensure accuracy of the state's Academic Program Inventory.
- Elimination of credit hour requirement for notification of certificate programs.
- Clarification of name change notification to require retaining the approved Classification of Instructional Program (CIP) code.
- Removal of the consolidation of two (2) or more existing programs into a single academic program from an academic action notification to an academic program modification.

Section 1.5.3A – Programs Exempt from Inactive Status

- This section was removed to allow campuses to inactivate programs per their discretion.

Section 1.5.4A – Notification Schedule

- Language was added to provide flexibility for Chief Academic Officers to submit academic actions outside the scheduled reporting timeframe.

Section 1.5.5A

- The three (3) year policy review schedule was removed as the policy may be reviewed at any time.

Provided below are Attachment A (Redlined Version of Proposed Changes) and Attachment B (Clean Version of Proposed Changes) for the A1.5 – Academic Actions Notification policy.

Attachment A: Redlined Version of Proposed Changes

Section Title: Academic Policies
Policy Title: Academic Actions Notification
Policy Number: A1.5

1.5.1A **Purpose.** ~~The Academic Actions Notification Policy~~This policy establishes a process for identifying academic actions that must be submitted by public institutions to maintain the accuracy of the state's Academic Program Inventory (API). In alignment with the statutory responsibility of the Tennessee Higher Education Commission (THEC) ~~'s statutory responsibility of~~to reviewing and approving new academic programs, THEC staff maintains ~~s~~ the API. ~~The API includes a listing of all academic programs by degree designations, associated concentrations, credit hours, off-campus locations,~~ and access to Academic Common Market, and other fields. ~~In order to~~To maintain the accuracy of the API, institutions must notify THEC of academic program actions as specified in this policy.

1.5.2A **Academic Actions Subject to Notification.** This policy applies to academic actions at all public universities, ~~and~~ and community colleges, and colleges of applied technology for authorized academic programs regardless of program level ~~(with the exception of all certificates more than 24 hours).~~ After initial academic program approval by THEC (or in the case of community colleges approval by the Tennessee Board of Regents), subsequent revisions must be reported to, and reviewed by, THEC staff for inclusion in the API. Academic program actions eligible for reporting after campus approval processes are met include:

- Establishment of a certificate program ~~less than 24 semester credit hours regardless of degree level.~~
- ~~Name~~ Name change of change for an existing academic program. Name changes must retain the current National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code and be aligned with the corresponding definition.

- ~~Name change~~Name change for of an existing concentration within an academic program.
- Establishment of a new concentration within an existing academic program.
- Change (increase or decrease) in the number of hours of an existing academic program.
- ~~Consolidation of two or more existing academic programs into a single academic program without an essential change in the original approved curriculum and without a net gain in the number of programs.~~
- Extension of an existing academic program to an approved off-campus center.
- Change to of the primary delivery mode for an existing academic program. The extension to 100 percent off-campus delivery requires additional action if the location of delivery is to be converted from an off-campus site to a center.
- Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three (3) years, the academic program or concentration will automatically be terminated and removed from the institution's inventoryAPI.
- Reactivation of an academic program or concentration that was placed on inactivation within the past three (3) years.- The date of inactivation and the date of the proposed reactivation must be provided.
- Termination of an academic program or concentration. A~~A~~ teach-out plan ~~per SACSCOC Closing a Program, Site, Branch or Institution Good Practices Statement and the policy, Substantive Change for Accredited Institutions of the Commission of Colleges, Procedure Three,~~ should accompany the notification of termination. As the immediate interests of currently enrolled students and faculty are impacted by the termination of an academic program or concentration, timely communication of this decision to students and faculty is important.

~~1.5.3A~~ ~~Programs Exempt from Inactive Status.~~ The following

~~categories of academic program are not eligible for inactive status:~~

- ~~▪ Academic programs that have not been implemented~~
- ~~▪ Academic programs that are currently in post-approval monitoring status~~
- ~~▪ Academic programs currently listed as low-producing status by THEC~~

1.5.34A

Notification Schedule. All public universities will be responsible for notifying THEC staff of all institutionally approved academic program actions as outlined ~~above in section 1.5.2A- no later than on the following dates:~~

- May 15 for all actions approved between January 1 and April 30
- August 15 for all actions approved between May 1 and July 31
- January 15 for all actions approved between August 1 and December 31

The ~~C~~chief ~~A~~academic ~~O~~fficer at each university will submit all academic program actions designating that each action has been approved through appropriate institutional and/or governing board processes. Chief Academic Officers may also submit academic actions as outlined in section 1.5.2A outside these reporting dates. Institutions will use ~~the~~ THEC's notification reporting protocol as provided on ~~the~~ THEC's website.

The Tennessee Board of Regents (TBR) is charged with notification to THEC staff for all community college and colleges of applied technology academic program actions ~~as outlined in the Academic Policy A1.0.~~ TBR ~~will will~~ provide a monthly summary report to THEC staff of all community college and colleges of applied technology program actions approved by ~~the~~ TBR.

1.5.5A ~~Policy will be reviewed every three years unless changes in eligible academic program actions are warranted.~~

Source: THEC Meeting: January 26, 2017, and July 28, 2022.

Attachment B: Clean Version of Proposed Changes

Section Title: Academic Policies
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Policy Number: A1.5

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1.5.2A **Academic Actions Subject to Notification.** This policy applies to academic actions at all public universities, community colleges, and colleges of applied technology for authorized academic programs regardless of program level. After initial academic program approval, subsequent revisions must be reported to, and reviewed by, THEC staff for inclusion in the API. Academic program actions eligible for reporting after campus approval processes are met include:

- Establishment of a certificate program.
- Name change of an existing academic program. Name changes must retain the current National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code and be aligned with the corresponding definition.
- Name change of an existing concentration within an academic program.
- Establishment of a new concentration within an existing academic program.
- Change (increase or decrease) in the number of hours of an existing academic program.

- Extension of an existing academic program to an approved off-campus center.
- Change to the primary delivery mode for an existing academic program. The extension to 100 percent off-campus delivery requires additional action if the location of delivery is to be converted from an off-campus site to a center.
- Inactivation of an existing academic program or concentration. If the inactivated academic program or concentration is not reactivated within a period of three (3) years, the academic program or concentration will automatically be terminated and removed from the API.
- Reactivation of an academic program or concentration that was placed on inactivation within the past three (3) years. The date of inactivation and the date of the proposed reactivation must be provided.
- Termination of an academic program or concentration. A teach-out plan should accompany the notification of termination. As the immediate interests of currently enrolled students and faculty are impacted by the termination of an academic program or concentration, timely communication of this decision to students and faculty is important.

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academic actions as outlined in section 1.5.2A outside these reporting dates. Institutions will use THEC's notification reporting protocol as provided on THEC's website.

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